How We Work

SCU’s Workplace Health and Safety Plan
Disclaimer

The information provided in this training is based on current information regarding best practices, guidance and requirements from federal, state and local health agencies, and other recognized authorities.
Goals and Objectives

- Detail the SCU workplace health and safety plan, Prepared SCU: How We Work
- Methods to protect employees from COVID-19 hazards.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of masks.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information regarding COVID-19-related HR benefits to which the employee may be entitled under applicable federal, state, or local laws.
**Introduction**

- SCU has developed a workplace health and safety plan, *Prepared SCU: How We Work*. The information in this presentation is intended to educate you on its elements.

- SCU’s work environment is varied and each of us need to do our part in protecting each other.

- While supervisors will be asked to lead the implementation of this plan within their respective work areas, all employees play a role in the creating a safer campus.
Prepared SCU: How We Work
Focus on Maintaining a Safer Work Environment

- Continue social distancing practices during in-person interactions
- Continue wearing masks, all persons on Campus both indoors and outdoors.
- Practice frequent hand washing, and hygienic sneeze/cough practices
- Perform enhanced cleaning and disinfection of work areas
- Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in an SCU facility

PRINTABLE SIGNAGE:
Prepared SCU: How We Work
SCU’s Covid Protection Plan Focus

- Limit Campus to Essential persons that require the site for their work.
- Require sick employees to stay home.
- Require employees and students to participate in the SCU Testing Program
- Identify where and how employees might be exposed to COVID-19 within our diverse work environment
- Quarantine and/or isolation of those who are positive or potentially positive for COVID-19
- Encourage vaccination of Faculty, Staff, Student Workers, and anyone else as vaccine availability increases.
Prepared SCU: How We Work
Focus on Maintaining Healthy Business Operations

- Implement flexible sick leave and associated policies and practices that enable and encourage employees to self-quarantine or isolate if they are sick, have been exposed to someone who is sick, or are taking care of someone who is sick.

- Promote continued remote work where possible.

- Establish practices and procedures that promote social distancing and which may include physical alterations to the work environment, remote work, alternating shifts, reduced in-person gatherings and meetings, etc.

- Plan for possible disruptions to business operations due to changes in State and County public health orders, changes in employee availability due to illness and other workplace and workforce disruptions related to COVID-19.

- Provide resources that support mental health, professional development and other guidance to support the transition back to campus. Visit https://www.scu.edu/covid-19-hr-resources/ for more information.

- Follow Local area signage and refer to Prepared SCU for the most current Campus Covid-19 Protocols.
COVID-19 Awareness and Protection
COVID-19

- Coronavirus disease 2019 commonly referred to as COVID-19, is a respiratory illness that spreads from person to person, typically through respiratory droplets from coughing, sneezing, or talking.

- COVID-19 may also be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.

- The disease results from infection with the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) which is closely related to the virus that cause the SARS epidemic in the early 2000s.

- Symptoms of COVID-19 may include fever of 100.4 F or higher, unusual fatigue, new loss of taste or smell, cough, shortness of breath or difficulty breathing.
COVID-19 - Spring 2021

- An infectious person may have no symptoms.
- Particles containing the virus can travel more than six feet.
- Vaccines are now available to Educators and Staff and are encouraged for SCU Staff, Faculty, Student Employees and others.
- Appointments can be found at: California Vaccine site
**Stopping the Spread of COVID-19**

Our personal behaviors and actions play a significant role in mitigating the spread of the virus.

All faculty, staff, and students are expected to do their part, by:

- ✔ Committing to the [Bronco Covid-19 Pact](#)
- ✔ Completing the required [Daily Symptom Screening](#) prior to Campus entry
- ✔ Staying home if you are sick or experiencing any [COVID-19 symptoms](#)
- ✔ [Testing](#) as required if you are coming to campus.
- ✔ Participating in SCU’s COVID-19 contact tracing program
- ✔ Obtaining a Covid-10 vaccine is strongly encouraged. Register your vaccine at the Covid-19 Test Center in person and your testing criteria will be reduced or waived.
- ✔ Wearing face coverings at all times on campus—indoors and outdoors
  - ○ Note: Face coverings do not eliminate the need to follow social-distancing practices—face coverings and social distancing complement each other
- ✔ Practicing social distancing (6-feet minimum) at all times—indoors and outdoors
- ✔ Washing or sanitize hands frequently throughout the day
- ✔ Practicing good cough and sneeze hygiene
- ✔ Clean and disinfect surfaces in your work area
COVID-19 Controls and Protection
Social Distancing

- **6 feet is the minimum distance** (more space is better).
- Do not gather in large groups.
- Stay out of crowded places and avoid mass gatherings both indoors and outdoors. Any events on campus are required to go through Event Planning for review.
- At SCU, social distancing is required in all indoor and outdoor spaces—offices, classrooms, laboratories, break areas, meeting rooms, dining areas, lobbies, outdoors, etc.
- Follow all local area signage and refer to Prepared SCU for the latest info.

**Remember:** Wearing masks does not eliminate the need to practice social distancing—they should be done in tandem.
Social Distancing

- Social distancing means keeping space between yourself and other people outside your home to avoid being exposed to the virus and slowing its spread.

- Since people can spread the virus before they know they are sick, it is important to stay away from others when possible even if you or others have no symptoms.

- Social distancing is especially important for those that are at higher risk for severe illness from COVID-19.

- Wearing masks does not eliminate the need to practice social distancing—they should be done in tandem.
Social Distancing Protocol

COVID-19 Prepared
Health Order Issuance Date: 10/05/2020

This business, Santa Clara University (SCU), has completed a Social Distancing Protocol to prevent the spread of COVID-19.

For more information or to learn how to file a complaint, see this business’s Social Distancing Protocol Visitor Information Sheet (required to be posted with this sign) or visit scgov.org/coronavirus.

Social distancing protocols for SCU were required to be submitted to Santa Clara County Health Dept. and are online.

Masks

- SCU requires everyone to wear a mask when on campus whether indoors or outdoors. We must all lead by example and wear masks!

- Masks help prevent pre-symptomatic and asymptomatic individuals from inadvertently spreading the virus to others and is one of the most important actions we can take.
  - You can be carrying the virus and spreading it without symptoms.
  - Virus particles are spread when we breathe, speak, cough, or sneeze.

- **Masks do not eliminate the need to practice social distancing**—they should be done in tandem.

- [https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Get-the-Most-out-of-Masking.aspx](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Get-the-Most-out-of-Masking.aspx)

A mask is not a substitute for social distancing.
Masks

● Because the requirement to wear masks is mandatory in Santa Clara County, SCU expects most employees to provide their own face covering.
  ○ Certain campus positions require employees to wear surgical masks or N95 masks and these are provided by SCU to them.

● **Use masks even after you are vaccinated.**
  SCU requires that all Faculty, Staff and Students continue to wear a mask, even if vaccinated to protect yourself and others.

● If you have a medical reason for not wearing a mask, please contact HR for assistance.

**Masks Do’s:**

- Use a good quality mask, improved mask types have become available.
- Ensure it always covers your nose & mouth
- Wash after using if cloth.
- Wear masks even after vaccination.
### Masks — Wear Them Properly

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<tr>
<td>Wear a mask below your nose</td>
<td>Push a mask below your chin to rest on your neck.</td>
<td>Leave your chin exposed</td>
<td>Wear a mask loosely with gaps on the sides.</td>
<td>Wear a mask so it only covers the tip of your nose.</td>
<td>Wear your mask so it comes up close to the bridge of your nose and all the way down under your chin. Do your best to tighten it so it’s snug around your face without gaps.</td>
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Images: NY Times

Masks

- Do not touch your eyes, nose, or mouth when putting it on or taking it off.
- Wash or sanitize your hands after taking off your face covering.
- Launder any cloth face coverings frequently.
Respiratory Hygiene—Practice Good Cough and Sneeze Etiquette

- Cover your mouth and nose with tissues when coughing or sneezing, or use the inside of your elbow (not your bare hand).

- Throw away used tissues in the trash—do not leave them on top of surfaces where others may encounter them.

- Wash hands with soap and water or hand sanitizer after sneezing.
Practice Good Hand Hygiene

- Avoid touching eyes, nose, and mouth with unwashed hands.
- Wash your hands for at least 20 seconds with soap and water.
- If soap and water are not available, use a hand sanitizer that contains at least 60 percent alcohol.
- Cover all surfaces of hands and rub together until dry.

Wash Your Hands!

1. Wet  
2. Get soap  
3. Scrub  
4. Rinse  
5. Dry
# Quarantine and Isolation

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<thead>
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<th>What’s the Difference between Quarantine and Isolation?</th>
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<tr>
<td><strong>Quarantine</strong></td>
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<tr>
<td>Separates and restricts the movement of people who</td>
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<td>were exposed to a contagious disease to see if they</td>
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<td>become sick.</td>
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<td>(Example: person arriving from a location where</td>
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<td>confirmed COVID-19 infections were present)</td>
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<td><strong>A person is in quarantine to determine if an infection</strong></td>
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<td><strong>exists</strong></td>
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Reporting Positive Cases and Contact Tracing

- SCU’s Case Investigation and Contact Tracing Team (CICT) works cooperatively with Santa Clara County to identify cases and inform their contacts.

- This group notifies affected persons of their potential exposure and subsequent need for quarantine.

- If you have been vaccinated, you may not be required to quarantine.

- All Faculty, Staff, Student workers are required to report positive Covid-19 test results to: 408-554-5100 if the test was administered at an off campus facility.
COVID-19 Daily Symptom Check

● Santa Clara public health directives require that all employees, students, contractors, vendors, and guests be screened for COVID-19 symptoms before entering our campus buildings. Use the Mobile SCU or go to Prepared SCU to log your Daily Symptom Check.

● All employees are expected to screen themselves for COVID-19 symptoms each day before coming to work. It is preferred that employees perform this check prior to coming to campus. Keep the screen verification on hand.

○ Temperature of 100.4 degrees Fahrenheit or higher
○ Cough
○ Shortness of breath or difficulty breathing
○ Unusual Fatigue
○ New loss of taste or smell
COVID-19 Daily Symptom Check, Mobile SCU App or Online

- **Daily Symptom Check**: Use the Mobile SCU App or go to Prepared SCU to find the Daily Symptom Check. Complete the check whenever you are going to Campus.

- Do not come to work if you detect any symptoms, even those that may appear to be from another source such as allergies.
  - If you are already on campus, please go home. Notify your supervisor.

- **Per Santa Clara public health directives, you must be tested and self-isolate at home until the results of a Covid-19 test are available.**

- If you Test Negative for COVID-19, you may discontinue isolation and return to work when symptoms have resolved.

Download “Mobile SCU” in the App Store. Daily Symptom Check and Covid-19 Saliva Test Registration are available as quick links above. Daily Symptom Check is also available on the Prepared SCU Website.
COVID-19 Daily Symptom Check: Email receipt to Employee and Supervisor.

Prepared SCU: Daily Symptom Check Results

**CLEARED**

Thursday, March 11th

Thank you for taking the Prepared SCU: Daily Symptom Check.

Based upon your responses, you are **NOT** experiencing one or more symptoms related to COVID-19. **You are cleared to come to campus.**

Remember to wear a face-covering while on campus and practice safe social distancing.

A Daily Symptom Check receipt is sent to your email, phone, and copy to the supervisor’s email. Be prepared to show, if asked, a completed Daily Symptom Check if you are on Campus.

**Supervisors should be receiving emails that confirm their employees are completing their Daily Symptom Check.**
COVID-19 Testing

- Testing is a key component of our strategy to control virus spread.

- SCU requires Covid-19 testing on a 1x/week, 2x/month, or 1x/month basis depending on your on Campus frequency (Testing Tiers 1,2,3.) Testing is on site, at no cost to SCU Employees and SCU Students.

- See the Testing Info Page for locations, times and testing requirements.

- SCU maintains testing provider video links explaining how the tests are conducted. Click below to watch.
  - Saliva Test ShieldT3
  - Nasal Swab Test Color

- Results from your test are usually available within 24 hours or less.
COVID-19 Testing

- Testing is a key component of our strategy to control virus spread.
- Testing is easy and is on Campus.

SALIVA SAMPLE COLLECTION INSTRUCTIONS:

- You may not eat, drink, smoke, chew, or brush your teeth 60 minutes prior to saliva sample collection
- You must dribble saliva onto the wall of the funnel or directly in the center until it fills the test tube approximately 1.0 ml to 1.5 ml or half full
  *Do not spit forcefully, which would produce aerosols*
  *Only liquid volume counts, bubbles do not*
- If you have difficulty providing an adequate saliva sample volume try:
  *Gently rubbing the outside of your cheeks*
  *Making chewing motions with your mouth*
  *Smelling or imagining sour foods such as lemons*
  *Thinking about a favorite food*
COVID-19 Testing Notification

- Testing is a key component of our strategy to control virus spread.

- **New**: SCU is currently finalizing a notification system that will give Employees, Staff, Faculty, and students an email and/or text message.

*Sample only- SCU is finalizing this notification process (March 2021)*
COVID-19 Positive Test Result, With and Without Symptoms

- **If you Test Positive for COVID-19, you must remain home and self-isolate.**
  - Notify your supervisor and report any off campus provider positive test results to 408-554-5100 immediately. **A positive test must be reported immediately, regardless of if you were on campus within 48 hours or not.**
  - Contact Tracing will be implemented by SCU CICT and/or the local public health department.

- **Returning to Campus after Testing Positive**
  - If you **had symptoms**, you are allowed to return to campus after:
    - 10 days since symptoms first appeared **and**
    - 24 hours with no fever without the use of fever-reducing medications **and**
    - Other symptoms of COVID-19 are improving
  - If you **did not have symptoms**, you are allowed to return to campus after:
    - 10 days since the date you were tested, as long as no symptoms develop during those 10 days
      - If symptoms do develop, follow the guidance in the previous section
  - Note that a negative test is **NOT** required to return to campus after completing isolation due to your positive test result.
Close Contact Exposure with a Known Positive Case

- If you have had close-contact with a person known to have tested positive for the COVID-19 virus, per Santa Clara County public health directive, you must be tested and notify your supervisor and HR. (jahluwalia@scu.edu)

- SCU's Tracking and Tracing team also considers anyone who spends 90 cumulative minutes over the course of a day in the same indoor space as positive person to be a close contact. This could be 90 minutes straight or several shorter periods of time throughout the day that add up to 90 minutes. People identified as a close contact using this definition will be contacted by SCU's CICT team and provided appropriate guidance.

- Regardless of the test result, you must quarantine at home for **10 days** since the exposure, based on the time it takes to develop illness.

- Monitor your symptoms, and contact your physician if symptoms present.
  - **If you test positive,** follow the guidance on the previous slides.
  - **If you test negative,** you must still quarantine because the virus may not present immediately.

- If you continue to be in close contact with someone who is covid-19 positive while they are in isolation, you will need to extend your quarantine until 10 days from the day the positive person finishes isolating. This may last about **20 days.**
Required Potential Exposure Notices

SAMPLE EMAIL NOTICE:

March 12, 2021

You are receiving this notice because you may have been present in an SCU building on the days an individual confirmed to have COVID-19 was also present. Please see the attachments for more details. If you were not present in the locations on the days specified in the attachments, please disregard this notice.

Thanks, SCU Tracking and Tracing Team

COVID-19 Potential Exposure Notice

SCU Employees: You are receiving this notice because you may have been present in the location specified below on the day(s) an individual confirmed to have COVID-19 was also present. If you were not present in the location on the day(s) specified, please disregard this notice.

This notice is to inform you that on 2/22/21, 2/23/21 and 2/24/21 an individual confirmed to have COVID-19 was present on SCU’s campus, specifically at Leavey Event Center (“Worksite”). SCU has initiated its contact tracing protocol and has individually notified those identified as close contacts. This notice does not mean you have been identified as a close contact. Anyone identified as a close contact has already been notified through SCU’s contact tracing program.

- California Law AB 685 requires that SCU Employees are notified when the CICT tracing team finds that a positive Covid-19 case has been in an SCU Campus Bldg. while infectious.
- Employees who receive these notices have been identified though the current SCU List of employees that are noted as working on campus. (Essential Access List)
- Contractor representatives are also notified if needed.
- Questions? covid19@scu.edu
Vaccination
Q: Do I need to still wear a mask and social distance after I am vaccinated?
A: Yes. Because there are things we still don’t know about this virus, the safest way to protect yourself and others is to continue to:

- Wear a mask over your nose and mouth
- Stay at least 6 feet away from others
- Avoid crowds
- Avoid poorly ventilated spaces
- Wash your hands often

Q: Should I continue to get tested even after I am vaccinated?
A: We recommend that you continue to get tested weekly until 3 weeks after your second dose of the Pfizer or Moderna vaccines.
Details and regular updates on Covid-19 Vaccines
https://www.scu.edu/covid-19-vaccine-faq/

As of Feb. 28, 2021, EDUCATION workers are eligible to be vaccinated against COVID-19 under California’s Vaccine Allocation Guidelines. SCU encourages you to obtain a vaccine.

March 1, 2021

How can I find out if I’m eligible to be vaccinated right now?
It depends on where you live. For those who live in Santa Clara County, there is a vaccine information website for information.

Should I get the vaccine?
For most people, the answer is yes. For one thing, you cannot get COVID-19 from the vaccine. COVID-19 vaccination works by teaching your immune system how to recognize and fight the virus that causes COVID-19, and this protects you from getting sick with COVID-19. Learn more about how COVID-19 vaccines work here.

Can I qualify to get vaccinated if I’m a student worker on campus?
Yes, you can.

Will students (or staff and faculty who work on campus) be required to get vaccinated?
So far no one is being required to be vaccinated, though we are encouraging it as broadly as possible to protect our campus and local community.
Vaccines: What We Know & What We’re Still Learning

● We know that COVID-19 vaccines are effective at preventing COVID-19 disease, especially severe illness and death.
  ○ We are still learning how effective the vaccines are against variants of the virus that causes COVID-19. Early data show the vaccines may work against some variants but could be less effective against others.

● We know that other prevention steps help stop the spread of COVID-19, and that these steps are still important, even as vaccines are being distributed.
  ○ We are still learning how well COVID-19 vaccines keep people from spreading the disease.
  ○ Early data show that the vaccines may help keep people from spreading COVID-19, but we are learning more as more people get vaccinated.

● We are still learning how long COVID-19 vaccines can protect people.

● As we know more, CDC will continue to update our recommendations for both vaccinated and unvaccinated people.

Until we know more about those questions, everyone — even people who’ve had their vaccines — should continue taking basic prevention steps and are required to wear masks on Campus.

Updates to SCU protocols will be communicated and posted on Prepared SCU.
The New Work Environment
The New Work Environment

- The campus and work environment will likely feel quite different for most of us from when we were last here.

- Each of us is asked to be respectful of our colleagues’ health and safety, and comply with all efforts to mitigate the spread of COVID-19.

- Supervisors should assess their respective work areas to determine if it requires space modifications or alterations in operations.
  - A variety of methods may be considered to reduce occupant densities at any given time and reduce close-contact exposures.
  - University Operations can provide assistance to building and department leads for assessing their areas.
The New Work Environment

Changes in your work area may include some of the following, which are designed to reduce employee density, promote social distancing, and reduce exposure time to others:

Examples may include:

- Continued remote work to reduce the number of people on campus
- Alternating work shifts to limit the number of direct interactions among us
- Separating tables and chairs to ensure at least 6 feet of separation between employees
  - Physical barriers may be required where this is not possible

Example of an open office area showing a staggered seating layout to promote separation.
The New Work Environment

Changes in your work area may include some of the following, which are designed to reduce employee density, promote social distancing, and reduce exposure time to others:

- Examples may include (continued):

  - Staggering employee break schedules to reduce break room occupancies or closed break rooms
  - Taking breaks outdoors or at your workstation
  - Limiting the number of people in elevators to one, allowing wide berths when passing in hallways and stairways, eliminating loitering in lobbies, etc.
  - Remote meetings even when on campus, limiting the number of people in meeting rooms, and maintaining 6-feet minimum separation
  - Limited use of break rooms, lobbies, and reception areas
  - Wearing masks at all times unless actively eating or drinking
The New Work Environment

Changes in your work area may include some of the following, which are designed to reduce employee density, promote social distancing, and reduce exposure time to others:

Examples may include (continued):

- Sneeze Guards installed at reception desks and cashier areas
  - SCU University Operations will assess their need and provide these where necessary
- Wearing face coverings at all times
- Postings and signs at building entrances and in work areas to educate people on and reinforce area protocols.
  - [Signage printable copies link](#)

The New Work Environment

Entrances and Hallways

- When passing in hallways, provide wide berths
- Avoid lingering in lobbies and hallways
- Some buildings may have designated entry and exit routes, and directional arrows indicating paths of travel
The New Work Environment

- Elevators
  - Most elevators on campus will have reduced occupancies posted at their entrance. In many buildings, one or two people per elevator will be the maximum occupancy.

- Common Areas/Reception Areas/Informal Gathering Spaces/Lounges
  - Seating in lobbies and lounges will be restricted to ensure 6-feet separation.
The New Work Environment

● Dining and Break Rooms
  ○ Break rooms should primarily be used for food storage and preparation, not communal gathering. Be aware of any new signage or protocols. *Break rooms may be closed to eating.*
  ○ Eating outside, away from others is the safest place.
  ○ 6-feet separation is required.
  ○ Maximum occupancy limits will be posted at break room entrances.
  ○ Users must disinfect break room surfaces post-use.

● Restrooms
  ○ Be aware of other occupants and determine whether you should wait outside to allow for social distancing.
  ○ Wash hands thoroughly with soap and water.
    ■ Dispose of paper towels in trash/compost receptacles.
The New Work Environment

- Meetings
  - Meetings should continue to be held remotely even when on campus whenever possible.
  - 6-feet separation is required.
  - Maximum occupancy limits will be posted at meeting room entrances.
  - Masks are required for all meetings.

- Outdoor Areas
  - Social distancing is required when outdoors.
  - Masks are required when outdoors.
The New Work Environment

- **Guests/Contractors/Vendors**
  - When they are necessary to be on campus, guests, contractors, and vendors must comply with all applicable SCU COVID-19 protection protocols.
  - The SCU hosts of guests, contractors and vendors are responsible for ensuring they are aware of, and adhere to, our COVID-19 protection protocols.
  - Buildings that are Closed, are not to be entered.
  - Guests, contractors, and vendors are required to wear face coverings, complete a symptom check before entering the work area and follow any other posted building and local area protocols.
  - Contractors and vendors that routinely work on SCU Campus are required to be tested. SCU contract representatives are responsible for ensuring that their Contractors and Vendors participate in the SCU Testing Program.
  - Questions: covid19@scu.edu
Cleaning and Disinfection

- SCU Facilities/Custodial Services implemented enhanced cleaning and disinfection protocols at the onset of the pandemic and will continue with them until it subsides.

- SCU custodial services cannot however immediately disinfect all areas immediately after use. Therefore, all employees play a role in preventing the spread of COVID-19 by:
  - Wearing face coverings and washing hands frequently

- Following confirmation of a positive case, additional focused disinfecting procedures are conducted in areas known or suspected to have been occupied by the positive case. Details on SCU’s cleaning, disinfection and other health and safety protocols are found on the Prepared SCU website.

- To supplement custodial services in your areas, employees will be expected to disinfect work and break areas post-use with supplies that SCU Facilities/Custodial Services will provide to each building.
Cleaning and Disinfection

- Employees should perform post-use disinfection of high-contact surfaces:
  - Doorknobs, desktops, keyboards and mice, light switches, reception desks, meeting room tables, copiers, break room appliances, phones, etc.
  - Shared and personal-use workstations should be cleaned after each shift
Human Resources
Work Schedules—Remote and On-Campus Work

- The return to campus strategy will be a gradual, phased approach for most employees.

- Remote work will likely continue to be an important tool during this time to help minimize the number of people on campus at any given time.
  - The president's cabinet, in consultation with senior leadership and managers, will determine which positions are conducive to continued remote work in their respective areas.
  - **Supervisors should not plan to re-populate their respective work areas on campus until they have been notified to do so by their respective senior leader or cabinet member.**

- Supervisors are expected to be flexible and creative in scheduling the workday during this time to promote less frequent person-to-person interactions while being sensitive to their employee’s personal situations.
Work Schedules—Remote and On-Campus Work - Grab & Go Items

● Employees who have been approved to work remotely may borrow their existing SCU ergonomic office equipment, with supervisor approval.
  ○ Examples; chairs, computer monitors, ergonomic keyboards and mice, headsets, and monitor risers, etc.
  ○ Employees must return all equipment to their campus work location when their remote work arrangement ends.
  ○ Coordination of campus visits to remove office equipment should occur between employees and their supervisors. This is usually done in a Grab and Go process.
  ○ Grab and Go: Covid-19 Testing is not required, but you must complete a Daily Symptom Check, follow all on site protocols and only Grab and Go, do not stay on Campus for other conversations, meetings or lunch. Campus access is limited.

● For more information related to remote and on-campus work, please visit https://www.scu.edu/covid-19-staff-faq/.

● Should you need technology support while working remotely, resources can be found here or you may contact the IT Help Desk at (408) 554-5700 for assistance.
Employees that are at higher risk (certified by a medical professional) for severe illness from COVID-19 or that require accommodations which may affect their ability to work on campus may have questions/concerns about returning. 

- Supervisors are expected to work with their employees and HR to address these cases. Please contact Indu Ahluwalia at iahluwalia@scu.edu for more information.
Work Schedules—Remote and On-Campus Work

- If an employee is unable to work because they are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional), the employee can file a Paid Family Leave claim form.
  - Please contact Indu Ahluwalia at iahluwalia@scu.edu.

- If an employee is unable to work due to having COVID-19 or being exposed to COVID-19 (certified by a medical professional), the employee may be eligible to receive short-term disability benefits.
  - Please contact Indu Ahluwalia at iahluwalia@scu.edu for more information on short-term disability benefits.
Work Schedules—Remote and On-Campus Work

- The Department of Human Resources is committed to providing assistance and resources to our valued employees.

- Should you have specific questions or concerns regarding employment, benefits, leaves or other available resources please do not hesitate to contact your [HR Partner](#) for assistance.
Work Schedules—Remote and On-Campus Work

- SCU Human Resources is here to answer any questions about Personnel related leaves, programs, and needs.

- There are employer and government-sponsored leave benefits that personnel may be entitled to receive, including those benefits identified at the following address: https://www.labor.ca.gov/coronavirus2019/#chart
Employee Resources

COVID-19 HR Resources - scu.edu/covid-19-hr-resources

Resources
- Health & Wellbeing
- Financial Related
- Family Resources

Working Remotely - The “New” Work Environment
- Tips for Working Remotely (including articles)
- Technology Support

Staying Engaged

Practicing Wellness and Self Care

Activities for Parents with kids at home
Complying with the Prepared SCU: How We Work Plan

- By completing this training, you are acknowledging that you understand and will comply with all applicable elements of the Prepared SCU: How We Work plan.
- To certify completion of this training, please complete this short (1 min) certification form at scu.az1.qualtrics.com/jfe/form/SV_5jRu3xLp5rfDKxn.
Thank You

The safety and well being of the SCU Bronco community is our top priority.

Thank you for doing your part to help minimize the spread of COVID-19 and keeping our colleagues, families, and friends safe.